



TOM TINDALL  
Director

## County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue  
Los Angeles, California 90063

Telephone: (323) 267-2101  
FAX: (323) 264-7135

*"To enrich lives through effective and caring service"*

March 11, 2013

To: Each Supervisor

From: Tom Tindall  
Director

Subject: **KENNETH HAHN HALL OF ADMINISTRATION  
ROOF REPLACEMENT PROJECT**

This memo is to inform your Board that ISD recently obtained funding from the Chief Executive Office (CEO) to replace the existing roof at the Kenneth Hahn Hall of Administration. The project is scheduled to begin in early May 2013 with a projected duration of 10 - 12 months.

The removal phase of the existing roof will occur after hours, and replacement work will occur during daytime hours. This will allow for minimal impact to the building occupants by controlling the levels of noise and dust during the tear-off process. ISD will make every effort to reduce noise and inconvenience. However, some inconvenience is inevitable with a project this large:

- Dumpsters will be visible with chutes from the building roof for material disposal.
- Dust will increase in areas where work is underway.
- Odors will be in the air from roof materials.
- Cranes loading material and equipment will result in occasional late night street closures. ISD will coordinate permits through the City of Los Angeles. We will advise your Board in advance of any street closures.
- Vibrations may be felt and noises heard over areas where work is underway.
- The large public freight elevator will have increased use.
- There will be high visibility of construction workers on the roof and movement of workers around the building.

ISD will install charcoal filters in the ventilation system, which will reduce odors from entering the air conditioning system. Given the nature of this project and completion timeframe, ISD will update your Board on a monthly basis starting in April 2013, to include the date in May when construction will start.

If you require additional information, please contact me at (323) 267-2101, or your staff may contact Tim Braden at (323) 267-2107.

TT:TB:jgb

c: Executive Officer, Board of Supervisors  
Chief Executive Officer  
Deputy CEO